

PLAS - O - GRAM <99-01> Requesting PLAS Code Changes

PLAS Sentient Beings,

Judging from the feedback, some of you feel the FY99 reductions in PLAS Process and Program codes may have been too much of a good thing. Others believe new code breakdowns are in order.

So how can you request a change in PLAS process/program codes? The procedure for requesting any type of change to PLAS codes was recently published in One Book (DLAD 5000.4) chapter 6.5.1. Section 4.D. reads as follows:

D. PLAS Code Changes

- 1) What: The method to use and required information necessary to secure a change to the DCMC PLAS codes – process and program.
- 2) Why/When: PLAS codes and their associated labor data allow DCMC to record and analyze data regarding the execution of functional/management processes (process codes) and activities associated with designated special interest areas (program codes). PLAS codes are changed as required and the recommendation for a change may be initiated by any DCMC associate through the appropriate Command channels. However, the documentation required to support the change is the responsibility of the process owner for process code changes and other appropriate individuals for program code changes. Changes are normally implemented to coincide with the business planning/budgeting cycle.
- 3) How:
 - a) **Requests for PLAS code changes shall be submitted using the attached form (executive summary). Requests shall contain all the information necessary to support the change request as shown on the form.**
 - b) Once the required documentation is complete the change request is formally coordinated with the parties noted on the attachment.
 - c) Upon approval by the DCMC Deputy Commander, the various document changes and notifications (e.g., policy change notice, PLAS-O-GRAM/Information Memorandum, revised chapter) are made and posted.
 - d) Who is responsible: The Performance Labor Accounting System Center chief is responsible for administering the provisions of this paragraph (PLAS Code Changes). POC is donpeterson@mwest.dcmdc.dla.mil.

When submitting a change request to us, be sure the discussion topics on the executive summary are thoroughly addressed. We will manage the coordination process. All change requests should be fully coordinated within your organization prior to submission. The executive summary form is contained in the accompanying Word file titled, PLAS_chg.doc, as well as in the One Book chapter.

Questions? Contact us at 1-888-PLASINFO or PLASHELP@mwest.dcmdc.dla.mil.

Respectfully,

Don Peterson
PLAS Program Manager